



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
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Joel D. Boyd, Ed.D.
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To: Dr. Joel Boyd, Superintendent of Schools
From: Dr. James Hall, Chief Operating Officer
Date: January 11, 2023
Re: Request revisions to LHS Attendance Officer Job Description for opening

The Head of School has requested approval of changes to the job description for the Attendance Officer at Lowell High School. Currently, the position is posted to fill a vacancy but the posting is not attracting enough candidates.

I have enclosed a proposed job description which was developed to fit Lowell High School's needs. I have also worked with Head of School Michael Fiato to include language in Paragraph 5 to assist Lowell High School in identifying an individual who would support Lowell High School's values.

Attendance Officer Proposed Job Description

REQUIREMENTS:

1. Minimum of an Associate Degree;
2. Experience working in school systems and/or court systems;
3. Experience working with adolescents preferred;
4. Excellent oral and written communication skills;
5. Past experience in supporting the principles and values of restorative justice, cultural competencies and practice, and equity and inclusion preferred; and
6. Bilingual (Portuguese or Spanish) speaking proficiency preferred.

PERFORMANCE RESPONSIBILITIES:

1. Gather and assess attendance data at a school, groups of schools, or a district.
2. Assists with implementing truancy prevention programs and recommends strategies to support and improve regular school attendance (i.e.: incentives, peer groups, recognitions).
3. Look for patterns that indicate a student may be at risk.
4. Locate students that are habitually missing from school via telephone, email, community outreach and home visits.
5. To circulate in the community during school hours in order to direct truant students to school.
6. To work closely with school staff regarding students who are chronically absent and who have not responded to the corrective efforts made by school staff.
7. Determine the underlying cause of ongoing absences.
8. Meet with parents/guardians and students to discuss attendance issues.
9. Work with school staff to implement absence-mitigation strategies.
10. Ensure compliance with compulsory attendance laws.
11. Write and submit case reports on investigative findings and resolution.
12. Report issues of concern to child services or law enforcement.
13. To perform other duties as assigned.

Current Salary and Terms of Employment

REPORTS TO: Head of School

EFFECTIVE DATE OF EMPLOYMENT: As soon as possible after the posting closes

TERMS OF EMPLOYMENT: School year (180 days) + 10 days (5 days before school year begins and 5 days after school year ends); 7 hour day

Salary: \$48,000-\$53,000

ATTENDANCE OFFICER-LHS

Lowell High School
Lowell Public School District
Lowell, Massachusetts

Job Details

Job ID: 4116846

Application Deadline: January 19, 2023

Posted : January 5, 2023

Starting Date: January 23, 2023

Job Description

REQUIREMENTS:

- 1 .At least two years of post-High School education -Associate Degree or equivalent.
- 2.Familiarity with school system and/or court system.
- 3.Experience working with adolescents preferred.
- 4.Good oral and written communication skills.
- 5.Bilingual (Khmer or Spanish) speaking proficiency preferred.

PERFORMANCE RESPONSIBILITIES:

- 1 . To check whereabouts of students registered and reported in school directory, but not actually present in school.
- 2.To make home visits as necessary.
- 3.To circulate in the community during school hours in order to direct truant students to their respective schools.
- 4.To work closely with principals and/or designee regarding students who are absent too frequently and who have not responded to the corrective efforts made by the building principal.
- 5.To investigate cases of absent students referred by school principals or legal authorities and to report findings to the Assistant Superintendent for Student Support Services and/or respective principal.
- 6.To cooperate with school officials and other agencies dealing with delinquent students.
- 7.To participate in case conferences on an as-needed basis.
- 8.To maintain documentation and adequate records of all cases.
- 9.To recommend students for court referral and to make court appearances as necessary.
- 10.To perform other duties as assigned.

Position Type: Full-time

Positions Available: 1

- Job Category : Student Services > Pupil Personnel Worker

Equal Opportunity Employer

Lowell Public School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- REPORTS TO: Head of School
EFFECTIVE DATE OF EMPLOYMENT: As soon as possible after the posting closes
TERMS OF EMPLOYMENT: - School year (180 days) + 10 days (5 days before school year begins and 5 days after school year ends); 7 hour day
Salary: \$34,000-\$35,000
- Citizenship, residency or work visa required

Contact Information

Michael Fiato , Head of School
50 Fr. Morrisette Blvd
Lowell, Massachusetts 01852

Phone: (978) 937-8900

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